KENT STATE

Revised 08/15/2019

Course Scheduler DIG Cheat Sheet

- You will see the listing for all your courses on the main screen:

	Status		Group	Name	Class_type	Class_Number	Cross_Listed	Cross_Listed_Common_Name	Subject	Catalog
☐	●	Edit	● 1 Instructor	18TH CENT LIT	LEC	ENGL 331-001	No		ENGL	331
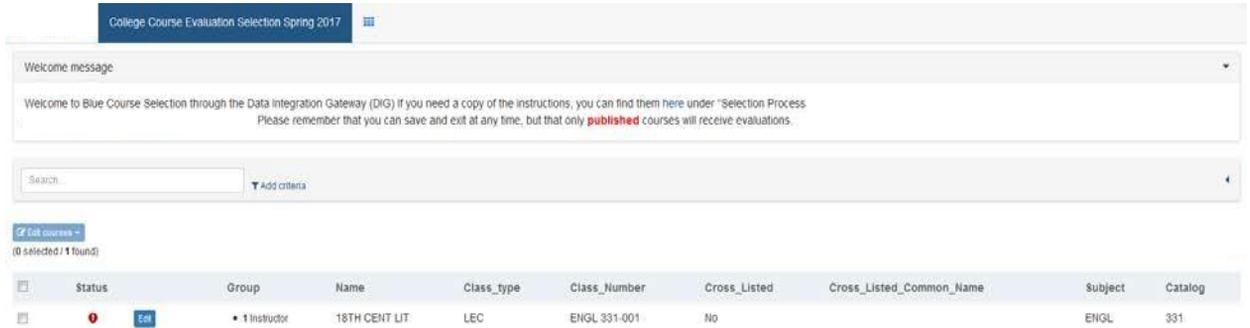
- A red circle under status means some information needs to be added or changed
- A blue circle means the survey was published to Blue
- A green circle under status means all required information is included and course is ready to publish
- Under "Group" you will be able to see, at a glance, the number (or 0) of Instructors linked to the course per information in Banner

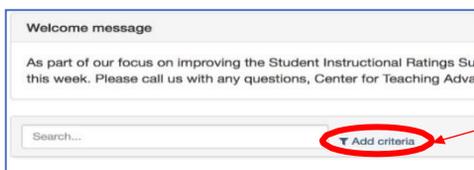**Edit Course/Instructor(s) to Do Not Evaluate**

		Group	Name	Course_Number
☐	Edit **1. Click on "Edit"**	● 4 Instructors ● 22 Students	101815 Cultures of Modern Canada	101815
☐	Edit	● 2 Instructors ● 16 Students	101848 Modern Art	101848

● ① Instructors **2. Click in/on this gray bar**
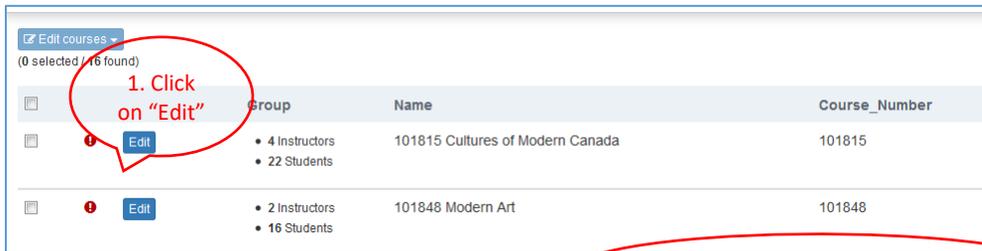
● Valid

User ID
cfenk

Given name
Chris

Family Name
Fenk

*CourseRole   **3. Click the dropdown under *CourseRole**
                    4. Choose "Do Not Evaluate"
Instructor   **5. Click SAVE at the top of the course**

Filter/Search to list a subset of courses

Welcome message

As part of our focus on improving the Student Instructional Ratings Su
this week. Please call us with any questions, Center for Teaching Adva

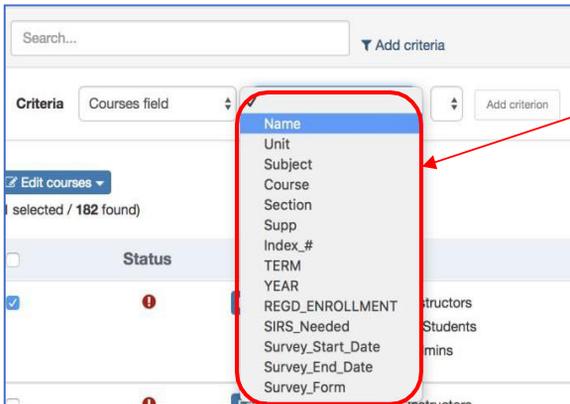Search...   ▼ Add criteria

- First, add criteria (filters) to limit the courses displayed to only the courses you want to change (skip this if you want to change
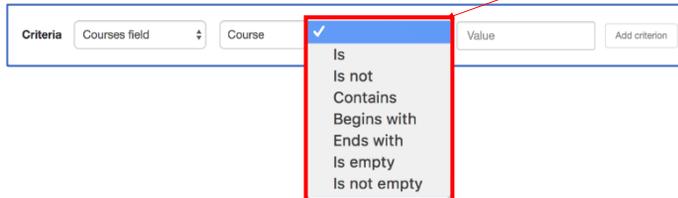
everything).
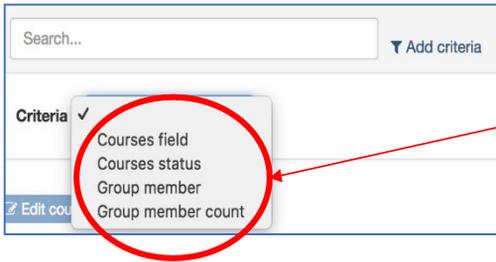
- You can select to filter by course information or instructor (group member)

- Select what field under courses you want
  - to filter your course list. This will filter your courses to only a subset.

- Select additional filter. Type in value and hit "Add Criterion"

Bulk Edit

- Click on the tick box at the top of the course list to select all of the courses in your subset
- Select "Edit Courses"
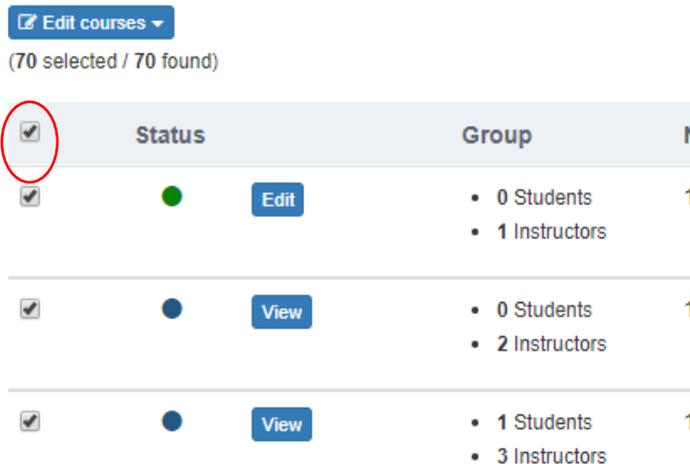
- When you are done editing the Course/Instructor information, select all courses, and from the "Edit Courses" menu shown above select "Publish Courses"
  - You can publish a subset of courses or a group at a time once you have verified them or you can make all appropriate changes and publish ALL of your courses at one time when finished

Changing the Course survey status

- The following schedule types will NOT be surveyed (by default):

CLR	Clerkship
ADV	PASS Advising Day
DAR	DARS Course
DSR	Dissertation
FLT	Flight Training
MST	Master's Thesis
RCT	Recitation
RES	Research
SRP	Senior Project/Honors Thesis
IND	Individual Investigation

- The following schedule types WILL be surveyed (by default):

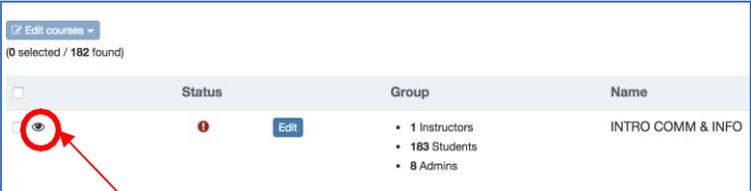| CLN	Clinic
COL	Colloquium
EMP	Emporium
FLD	Field Experience
LAB	Laboratory
LEC	Lecture
LLB	Combined Lecture and Lab
PRA	Practicum or Internship
PRL	Private Lesson
SEM	Seminar
STU	Studio
WSP	Workshop

- Survey Status (On Course) – Change if necessary, based on the schedule type defaults listed above.
  - No action is needed on the Survey Status if the default schedule type in the lists above is correct for the course.
  - Example: If a course schedule type is listed in the table above for one that will NOT be surveyed, the status will show N/A. If this is correct, no action is required; however, if you DO want this course to be surveyed, you WILL NEED to change the Survey Status to "YES" to override the default. Same is true if it is listed to be surveyed and you do not want the course to be surveyed, you would need to change the Survey Status to "NO"

SurveyEnd

2019-Jul-12 23:59

Survey Status

N/A

NOTE: You MUST "Publish Courses" even if NO changes are made in order to release the courses to the evaluation/survey workflow. The system administrator will 'force' publishing if this step is not completed by the deadline date. Risk is that some courses may not reflect accurate information causing 'bad' or 'no' surveys being sent!

Quick Tip:

The little eye means this was the last course you viewed